



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	STAFF EPIDEMIOLOGIST-GENERALIST
Posting Number	PN# 112063
Department	Health & Human Services Department
Division	Office of Surveillance and Public Health Prep.
Section	Epidemiology/Surveillance
Reporting Location	8000 N Stadium Drive 4 th floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Plans, designs, conducts and coordinates epidemiological investigations of disease and Bioterrorism-related activities. Implements and evaluates disease surveillance, control, and intervention activities. May report to either Epidemiologist Manager or Epidemiologist Supervisor, depending on area of expertise.

CORE FUNCTIONS

- Conducts field investigations and surveillance of disease and bioterrorism related activities and is available twenty-four hours a day, seven days a week to respond to suspected outbreaks.
- Collects, evaluates and analyzes data from investigations and surveillances. Presents findings and compiles reports for review by the supervisor and manager.
- Conducts research and reviews of pertinent literature, writes formal reports, and submits study and surveillance data to relevant national periodicals for publication. Analyzes trend indicators of potential emergency public health events.
- Represents the Epidemiology Bureau in meetings and communications with committees, task forces, assigned facilities and other organizations to encourage timely disease reporting and promote other interests of the Bureau/Department. Serves as resource person in area of expertise within the Bureau of Epidemiology.
- Performs other duties and special projects as assigned by supervisor.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's degree in Epidemiology or in Public Health with emphasis in Epidemiology or related biological, medical or public health fields. Progressively responsible professional experience in public health or health care may be substituted for the educational requirement on a year-for-year basis.

MINIMUM EXPERIENCE REQUIREMENTS None

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES None

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22
\$1,277 - \$2,388 Biweekly \$33,202 - \$62,088 Annually

OPENING DATE July 19, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer